



Dependent/Beneficiary

Business Process

If dependent/beneficiaries are designed for health benefits or savings bonds, each dependent/beneficiary must be entered first. The process is,

- Enter dependent/beneficiary
- Enter health benefits and/or savings bonds.

Reference Chapter 15 in the EHRP HR Manual.

STEP	ACTION
1	Navigate to Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary
2	Use the Find an Existing Value page to retrieve the employee.
3	If a dependent/beneficiary already exists, click  to add another dependent/beneficiary. Note: the Dependent/Beneficiary ID defaults.
4	Enter Relationship to Employee , First Name , Middle (if applicable), Last Name , and Suffix (if applicable).
5	Navigate to the Address page.
6	Click the Same Address/Phone as Employee if applicable. Otherwise, enter the address information.
7	Navigate to the Personal Profile page.
8	In the National ID field enter the social security number of the dependent/beneficiary. Note: The SSN must be documented for co-owners or beneficiaries of savings bonds.
9	 Click Save . Note: The birth date does not need to be entered. Select OK .